



Job Description: Teaching Assistant – Level 2, Grade 3

The post holder will report to the Class Teacher. Apart from other colleagues in the school, the main contacts of the job are Headteacher, teaching staff, other support staff and pupils.

Main Purpose of the Job:

- Under the guidance of teaching staff including the Class Teacher, SENDCO, Deputy Head and Headteacher, provide support for pupils who require help to enable access to learning and to assist in the management of pupils
- Provide specialist support in a specific area of curriculum and supervise groups and occasionally whole classes for a session/lesson in the classroom or outside the main teaching area as required
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors
- Create an atmosphere conducive to work and the establishment of good behaviour and work habits

Main Duties

Support for pupils:

1. To work with groups of children under the supervision of the teacher including the delivery of programmes of work and implementation of ILPs
2. Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities
3. Give regular feedback on children's progress to the class teacher and file records
4. Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters
5. Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs
6. Promote the inclusion and acceptance of all pupils
7. Encourage pupils to act independently as appropriate
8. To occasionally supervise whole classes as required

Support for teachers: ‘

9. Provide curricular clerical/admin support, e.g. photocopying, making lists, collection of monies
10. Under the direction of the teacher prepare the classroom for lessons, including display work and clear afterwards, as appropriate.
11. Undertake pupil record keeping and updating records, information and data, producing reports as required.
12. Assist in the development and implementation of behaviour management strategies.
13. Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.
14. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
15. Administer and assess routine tests and invigilate exams and undertake routine marking of pupil's work
16. Assist the teacher to ensure a safe classroom and outdoor environment, checking materials and personal equipment for defects and implement risk assessments carried out by the teacher according to school guidelines. This will include cleaning equipment used by pupils and ensuring its accessibility.

Support for the Curriculum

17. Undertake structured and agreed learning activities/programmes, including those linked to local and national learning strategies. Adjusting activities according to pupil responses and recording achievement and progress and providing feedback to the teacher.
18. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
19. Assist in the whole planning cycle, including the contribution to the development of lesson/work plans and managing and preparing resources.

Support for the School

20. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
21. Assist in maintaining high standards of health and safety at all times.
22. Maintain good relationships with colleagues and work together as a team.
23. Assist in the supervision of classroom and outdoor activities.
24. Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.
25. Contribute to the overall ethos/work/aims of the school.
26. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
27. Attend relevant meetings.
28. Participate in training, including relevant learning strategies and other learning activities and performance management where required.

Further responsibilities relating to:

Colleagues

- Work effectively in conjunction with teaching and non-teaching staff
- Be an excellent role model for all, emphasising the needs for high standards in behaviour and dress at all times
- Participate in team meetings in order to discuss classroom management, children's progress and needs
- Participate in whole school activities as appropriate, including meetings which relate to the school's management, curriculum, administration or organisation
- Support initiatives decided by the Headteacher and staff

Professional Development

- Be committed to their own professional development
- Take an active part in staff development initiatives
- Share curriculum and professional expertise throughout the school as needed

Safeguarding and Behaviour

- Support teaching staff to lead on behaviour management within the classroom
- Actively promote the wellbeing and safeguarding of Sacred Heart children

All elements of Specified Teaching Work undertaken by the postholder will be within the framework of the school's Scheme of Supervision in line with the 2003 Regulations and (amended Regulations 2007). In addition to HLTAs, the Regulations cover other groups of support staff who undertake 'specified work' at different levels. Specified work may cover a range of activities at different levels – including for some staff, work with whole classes. Headteachers will ensure that the support staff member has the skills, experience and expertise required to carry out 'specified work'. Where more demanding aspects of 'specified work' are carried out by support staff, and particularly where they are working with whole classes, it is strongly recommended that the headteacher should have regard to the standards for HLTAs in determining whether those staff have the necessary level of skills and expertise.

A teaching assistant Level 2 may be called upon to provide cover supervision for a group or occasionally for a whole class for a session/lesson, this may involve the teaching assistant contributing to the planning, preparation, assessment and reporting.

The Teaching Assistant must carry out his or her duties with full regard and commitment to the Governing Body and City Council Policies.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

All staff are required to undertake any additional duties commensurate with the grade of their post.

All staff are required to implement agreed school policies, practices and guidelines.

Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The successful candidates will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks. The successful candidates will be required to sign the Catholic Education Service contract of employment in order to maintain and promote the Catholic character of the school.